

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

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TRAFFIC MANAGEMENT DIVISION

MISSION AND FUNCTIONS

4000. MISSION. Traffic Management Division is responsible for movement of materiel, equipment, and personnel via commercial transportation, Military Sealift Command, and Air Mobility Command. For receipt, shipment, and storage of personal property/mobile homes within this command's assigned area of responsibility, processing of claims for loss or damage to personal property (incident to the shipment/storage) at Government expense, storage of personal effects for personnel deployed in excess of 90 days and transportation services of all hazardous waste on and away from the Camp Lejeune complex. Manage and operate the Marine Corps Personal Effects and Baggage Center for the East Coast.

4001. FUNCTIONS. Traffic Management Officer (TMO) is a member of the special staff of the commander of the activity to which assigned. The commercial traffic management functions of transportation officers in connection with traffic moving between points within CONUS and overseas are under the technical supervision of the Commandant of the Marine Corps (LFT) and Commander, Military Traffic Management Command (MTMC). The chain of command for the TMO is the Assistant Chief of Staff, Logistics.

4002. TRANSPORTATION AGENTS. Appointed by the Commander of this activity to assist the Transportation Officer. Transportation Officers will be responsible for actions of their transportation agents. In the performance of assigned duties, transportation agents will review and sign transportation documents as authorized by the TMO.

4003. DUTIES

1. Liaison with Local Carriers. Official liaison with all carriers serving the activity for local arrangements necessary

for the movement of property, materiel, equipment and persons by commercial carriers.

2. Custody and Shipments. Custody and centralized control over all outbound shipments from time released to the transportation officer, for arrangement of transportation, until accepted by carrier; and all inbound shipments from time delivered by carrier until receipted for by consignee or "Marked for Addressee" as appropriate.

3. Bills of Lading. Custody of, accounting for, issuing and converting of Government Bills of Lading.

4. Transportation Control and Movement Document (TCMD). Preparation and transmission of TCMD for all shipments from this activity when required by MILSTAMP, (DoD Regulation 4500.32-R).

5. Routing/Expediting. Routing, tracing, expediting, consolidating, diverting, and obtaining shipping releases in accordance with applicable directives.

6. Transportation Requests and Meal Tickets. Custody of, accounting for, and issuing of transportation requests and meal tickets.

7. Travel Service. Provides travel information and obtains passenger accommodation for persons traveling on official business via commercial carrier.

8. Packing, Crating, Marking. Provides technical advice for assuring conformity with packing, crating, marking, stowage, dimensional clearance, and reweigh limitation of shipments with requirements of carrier to be used.

9. Loading and Unloading. Technical supervision of loading, unloading and cleaning of carrier equipment and prompt release of equipment to avoid demurrage and detention charges.

10. Schedules, Services, and Charges. Maintaining familiarity with schedules, services, facilities, rates, fares, charges, and traffic agreements with commercial carriers. Inadequacies will be reported through channels to Commander, MTMC.

11. Demurrage Records. Maintenance of demurrage records and checking of demurrage accounts.

12. Transportation Discrepancies in Shipments. Preparation and distribution of SF 361 (Discrepancy in Shipment Report DISREP) and other actions in connection with reporting, resolving and prevention of overage, shortage, damaged, lost or astray military freight.

13. Reports. Preparing and forwarding transportation reports and information required by higher authority.

4004. HAZARDOUS WASTE

1. Mission. Traffic Management Division responsibilities are to provide guidance, procedures, record keeping and transportation services for transporting hazardous waste on public highways in accordance with 49 CFR and BO 6240.5A.

2. Functions

a. Prepare manifest for transporting.

b. Provide properly equipped vehicles and trained operators for movement from generator sites to hazardous waste storage facility (Bldg THP-451).

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SECTION 1: PERSONAL PROPERTY BRANCH

4100. MISSION. Personal Property Branch is responsible for shipment and storage of personal property/mobile homes both inbound and outbound for all service members and DoD employees within the Marine Corps Base, Camp Lejeune Complex area to include any pick-up or delivery within the seven county (Jones, Onslow, Pender, Duplin, New Hanover, Brunswick and Columbus) area of responsibility in accordance with current regulations.

4101. FUNCTIONS. Following sections within Personal Property Branch comprise functional elements to perform overall mission.

1. Outbound Booking.
2. Interviewing.
3. Non-Temporary Storage.
4. Do-It-Yourself (DITY).
5. Receiving (Inbound shipments).
6. Local Moves.
7. Claims.
8. Quality Assurance.
9. Deployment Support (See chapter 8).

Procedures of above sections are described in paragraph 4102 below.

4102. RESPONSIBILITIES

1. Personal Property Branch is responsible for:

- a. Counseling the member on entitlement and responsibilities relating to movement and storage of personal property.
- b. Recommending to member that unnecessary items of personal property be disposed of prior to the move.
- c. Accepting and promptly processing all applications for shipment.
- d. Establishing reasonable Required Delivery Dates (RDD's) based upon member's requirements and other governing factors.
- e. Providing member with information that will facilitate contact with responsible destination Installation Transportation Officer (ITO).
- f. Assuring member is informed about claims coverage and action(s) to be taken when loss or damage occurs.
- g. Assuring member is aware of released valuation prescribed for their shipment, and of possible added costs to member if higher valuation is desired. In addition, member will be advised regarding availability of insurance coverage.
- h. Inspecting each carrier's local facilities and equipment at least every six months or more often depending on ITO's desires and capability. Inspection will include checking for lost, damaged, or astray personal property shipments. Carriers/agents will be encouraged to report the existence of these type shipments expeditiously to ITO.
- i. Preparing and distributing Government Bills of Lading (GBL's) as required.
- j. Coordinating with procurement authorities on negotiation and administration of packing and crating contracts.
- k. Immediately informing local installation law enforcement agency of information regarding loss of firearms and/or ammunition from shipments and/or storage of personal property.
- l. In the event that property is subjected to loss or damage as a result of fire, flood, disaster, or other similar type of occurrence while in control of carrier or Direct Procurement

Method (DPM) contractor, ITO having responsibility for the area in which loss or damage occurs will immediately investigate to insure that:

(1) Necessary steps are being taken to ensure that no further loss or damage occurs.

(2) All shipments subjected to loss or damage are accounted for.

(3) Actual damage is determined.

(4) Origin and/or destination ITO(s) is/are notified.

(5) Members whose property has been affected are notified of incident as well as extent of loss and/or damage.

(6) MTMC is notified in accordance with Appendix A paragraph 33 of DoD 4500.34R (Personal Property Traffic Management Regulation).

m. Effective counseling in claims filing procedures to include a review of "It's Your Claim" handbook.

n. Providing all forms necessary to complete claims with instructions for filling out forms and when necessary, completes form for claimant.

o. Arranging with claimant to have personal property inspected or re-inspected when further clarification becomes necessary to substantiate claim.

p. Reviewing with claimant all documents or papers held related to claim for accuracy and completeness.

q. Processing claim to be forwarded to proper adjudicating authority and monitoring claim until adjudication is completed.

r. Accepting or rejecting carrier Letters of Intent.

s. Determining the qualifications of carrier's agent.

t. Inspecting personal property and mobile home shipments.

u. Evaluating and rating each shipment.

v. Establishing and maintaining a performance file for each carrier.

w. Taking appropriate action to warn, suspend and/or recommend carrier disqualification.

2. The member or designated agent is responsible for:

a. After receipt of orders or alert notice, contact TMO for an appointment at least two weeks prior to requested pick-up date. In case of an emergency contact TMO immediately. In addition, member is responsible for immediately notifying TMO of any changes in orders or other information affecting their shipment(s), to include, if available, the name and telephone contact of their sponsor so that they can be typed on the "Application for Shipment and/or Storage" (DD Form 1299) which will be mailed to the destination transportation officer with a copy of the GBL.

b. Verifying accuracy of all items listed on the DD Form 619 (Statement of Accessorial Services Performed) before signing or initialing.

c. Contacting the responsible destination TMO immediately upon arrival and providing a contact address and telephone number.

d. Furnishing delivery carrier with a signed statement when unpacking and/or debris removal is waived at destination.

e. Retaining copies of all current transportation and storage documents.

f. Making arrangements for acceptance of property at destination, as soon as possible, to preclude unnecessary storage in transit.

g. Being present during pickup and/or delivery of property, if possible, or assuring that designated agent is present.

h. Ensuring RDD specified is realistic with respect to anticipated requirements and items of personal property are ready

for shipment in sufficient time to allow for transit. In the case of POV's, have vehicle at origin port in advance of anticipated shipping schedule.

i. Ensuring mobile home is road worthy and ready for movement prior to pickup date.

j. Ensuring origin TMO is advised of any actions which would affect member's entitlement to ship or continued storage of their property.

k. Immediately notifying local installation law enforcement agency when member becomes aware of the loss of a firearm and/or ammunition from shipment and/or storage lot of personal property.

l. When privately-owned firearm (POF) is involved, ensure that laws and ordinances which govern possession or ownership of firearms in states or territories through which member will travel or in which member will be assigned or reassigned are complied with. Member is also responsible for obtaining necessary authorization outlined by Department of the Treasury ATF Publications 5300.5 and by foreign and domestic Governmental agencies for possession of firearms.

m. Upon reporting aboard, all personnel who have made personal property shipment to Camp Lejeune area are required to immediately contact the Personal Property Branch, Traffic Management Division, Marine Corps Base (phone 451-2377) and furnish disposition and/or delivery instructions. Deliveries will not be accomplished on Saturdays, Sundays, or holidays unless authorized by the Traffic Management Officer.

n. Notify ITO when damage or loss (including missing articles) is found upon delivery of personal property shipment.

o. When filing a claim for loss and/or damage, following documents shall be furnished to Claims Investigating Officer:

(1) Two complete sets of orders.

(2) One copy of DD Form 1299 (Application for Shipment and Storage of Household Goods).

(3) One copy of Government Bill of Lading.

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(4) One complete inventory.

(5) One copy of DD Form 1840/1840R (Notice of Loss and/or Damage) when exceptions are taken at time of delivery.

(6) One legible estimate for repair and replacement costs.

(7) Evidence that claim has been filed against claimant's private insurer when applicable.

4103. PROCEDURES

1. Outbound Booking. Arrangements for outbound shipments may be completed upon presentation of:

a. Competent orders.

b. Travel Certificates/Separation Without Orders.

c. Statement/Certificates of Intent to Issue Orders. This document is for use by Marines requesting shipment of household goods prior to receipt of PCS orders in conjunction with provisions of JFTR, paragraph U5330-G.

Statements/Certificates of this nature are authorized by the Secretary of the Service concerned, (CMC, BUPERS, etc.). Each shipment effected under this authority will be supported by member's signed written agreement referred to in JFTR, paragraph U-5330-G.

d. DD Form 1300 (Report of Casualty). This form may be used by dependent, next of kin, or legal heir, as the case may be, to support a request for shipment of household goods of military members who are officially reported as:

(1) Deceased.

(2) Injured or ill (only when the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital).

(3) Absent for a period of more than 29 days in a missing status.

2. Interviewing. Interviewer will provide member with a copy of the booklet "It's Your Move." This booklet has all necessary information a member will need in order to prepare for a personal property shipment. Interviewer will inform member of various entitlements and explain same upon review of orders. Member will also be informed of responsibility the carrier, handling the shipment, has to member and Government. Additionally explained is member's responsibility to carrier and Government in order to ensure a good move. A transit time of 25 days should be expected for shipments to West Coast. For shipments to Okinawa or Iwakuni, Japan, 90 days transit period should be expected for surface shipment. A 45 day period should be expected for parcel post shipments (limit of 70 lbs per shipment). The basic orders are primary documents to support applications for shipment. Normally, seven complete sets of orders are sufficient for each shipment, to include all endorsements.

3. Non-Temporary Storage. The basic authority for non-temporary storage of household goods is prescribed for in JFTR, paragraph U5380.

a. Non-temporary storage will be at approved commercial storage facility nearest to place where household goods are located on date of issuance of member's orders.

b. Entitlement to non-temporary storage is premised on members status as outlined in JFTR, paragraphs U4670 and U5380-L.

c. Non-temporary storage as an alternative to shipment: Members desiring non-temporary storage of household goods as an alternative to shipment, under provisions of JFTR, paragraph U5380-C will submit request to Commandant of the Marine Corps (Code LFT-4) via their commanding officer and Traffic Management Officer, TMD, MCB. Member will indicate in request reason(s) why non-temporary storage in lieu of shipment is being requested and include a copy of PCS orders. TMO will endorse request by indicating whether such storage is not considered to be in best interest of Government. Such endorsement will also include information to differential between overall cost of transportation to authorized point of destination and overall cost of non-temporary storage.

4. Do-It-Yourself Moves. The Do-It-Yourself Moving Program (DITY) is an incentive program where the member can save the Government money by packing, loading, and transporting personal property. Savings are passed on to member. Program was developed for two-fold purpose of increasing options available to personal property shipping offices for movement of personal property and provide transportation services best suited to the individual needs of the member. Do-It-Yourself Moving Program is on a voluntary basis and not intended to eliminate member's option to select one authorized method over another. Detailed information concerning DITY method is contained in MCO P4600.7C.

5. Local Moves. Local moves are authorized at Government expense providing they fall within the entitlement specified in JFTR, paragraph U5355-C which are as follows:

a. Upon assignment to Government quarters by proper authority.

b. When required to vacate Government quarters by proper authority.

c. When involuntarily reassigned to different Government quarters by proper authority.

d. Intra-City. From one area to another within same city, town, or metropolitan areas, in connection with permanent change of station orders, providing the authority designated by the service concerned issues a statement that local move of household goods was necessary as a direct result of permanent change of station orders, or upon death of owner, or as authorized in JFTR paragraphs U5360-F, U5355-D2 and U5380-G2b.

6. Quality Assurance

a. Agent's facility is inspected and approved in accordance with guidelines set forth in DoD 4500.34R, (minimum semiannual), prior to acceptance of Carrier's Letter of Intent (LOI) requesting to participate in Domestic and/or International transportation of DoD Personal Property traffic.

b. Inspections are scheduled on a daily basis for all type shipments, local moves, storage (Temporary and Non-Temporary) and

claims inspections, to determine carrier or contractor compliance with Tender of Service, tariff or rate tenders, and/or contractual terms.

c. Local installation law enforcement agencies are informed immediately when claims or other information reflect the loss of firearms from shipments and/or storage lots of personal property.

d. Each mobile home shipment is inspected.

e. Carrier's performance files are maintained in accordance with DoD 4500.34R. Files contain or make cross reference to:

(1) Carrier's Letter of Intent with enclosures.

(2) Record of initial and subsequent inspections of Carrier's facilities and equipment (DD Form 1811 Pre-award Survey of Contractor's/Carrier's Facilities and Equipment and DD Form 1812 Warehouse Inspection Report).

(3) Copy of acceptance of Carrier's Letter of Intent.

(4) Copies of DD Form 1780-R (Shipment Evaluation and Inspection Records) of shipments moved by carrier.

(5) Records of investigations of complaints made against carrier.

(6) Copies of DD Form 2497 (Carrier Evaluation Work Sheet/Report).

(7) Copies of DD Form 1671 (Reweigh of Personal Property).

(8) Copies of DD Form 1814 (Suspension/Warning Letter) sent to carrier and carrier's reply.

(9) Copy of each communication about carrier's performance, and other data relating to carrier's performance. File contains only current records (only the two immediately preceding six month periods). Older records are disposed of in accordance with record disposition regulations of military services. Necessary exceptions to the foregoing are: initial

inspection of carrier's facilities (DD Form 1811) and Carrier's Letter of Intent with ITO acceptance, will be retained as long as carrier/agent is qualified and continues to participate in DoD Personal Property Program.

f. Reviews each carrier's performance at least once every six months. For International Through Government Bill of Lading (ITGBL) Carrier's, semiannual evaluation is conducted near end of each rate cycle (e.g., March and September) and for domestic Through Government Bill of Lading (TGBL) Carrier's at end of each performance period, (i.e., April and October). Documents contained in carrier's current active performance file are used as basis for evaluation. Domestic Codes 1 and 2 shipments are evaluated in accordance with Total Quality Assurance Program (TQAP) instructions. Copy of the evaluation, DD Form 2497 is forwarded to carrier's home office and maintained in Carrier's performance file. Carriers will be awarded tonnage based on above evaluation, for subsequent cycles in accordance with DoD 4500.34R and TQAP instructions.

g. Maintains a GBL public file for review by Carriers, provided quarterly by MTMC.

h. Completes the DD Form 1840R (Notice of Loss and/or Damage) received from the member and submits to the responsible carrier within 24 hours in accordance with DoD 4500.34R.

7. Claims Counselors

a. When a member has damaged or missing personal property in his/her shipment they must call the Personal Property Branch, Claims Section at 451-2377 for an appointment or assistance. When member comes in for appointment, must have all documents pertaining to shipment, i.e., DD 1299, competent orders which authorized shipment, inventory and repair/replacement estimates. After Claims Investigating Officer (CIO) has reviewed claim, it will be forwarded to proper adjudicating authority.

b. Claims Processing Time. Time required by adjudicating authority to process claim varies with time of year claim is filed. Claims are normally settled within three to five weeks

when submitted properly. Claimants who desire to check on status of claim should make request through Claims Section personnel or CIO.

c. Appeals. Claimants desiring to appeal amount of claim settlement received may do so by making appeal in writing to proper adjudicating authority within six months from the date of settlement. Appeals should be factual and business like. State specific disagreement with settlement and, if possible, include information or evidence to support argument. Cashing claim settlement check is permissible and will not compromise claimants right to appeal.

4104. UNCLAIMED/UNIDENTIFIED PERSONAL EFFECTS & BAGGAGE.

Personal effects and baggage separated from owners who are members of units within Camp Lejeune/MCAS complex remain the responsibility of the unit commander and will be processed in accordance with MCO P4050.38B.

4105. NOTIFICATION OF STORAGE EXPIRATION LETTER. Prior to expiration of first 90 days of storage a letter is forwarded to member or next of kin (NOK) advising that if they are unable to receipt their property, they must come to this office and sign a storage extension request. Fifteen days prior to expiration of second 90 days of storage, letter is forwarded to member or NOK advising them that if property is not receipted for, it will be placed in commercial storage at owner's expense. Storage in excess of 90 days can only be authorized by TMO (up to 360 days) or headquarters of the services concerned (in excess of 360 days). Personnel with extenuating circumstances must request additional storage in writing prior to expiration of previous entitlement. Members who are requesting storage in excess of 90 days should contact Personal Property Branch for further instructions.

4106. RECORDS. Records for all transactions will be retained for a period of four years.

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CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 2: PASSENGER BRANCH

4200. MISSION. Passenger Branch is charged with responsibility to provide total passenger transportation service to Marine Corps and Naval activities in and around Camp Lejeune/MCAS complex, by least costly means available and to issue transportation documents and itineraries of travel in accordance with current DoD and Marine Corps regulations.

4201. FUNCTIONS

1. Administer and provide necessary traffic management to comply with and enforce policies and procedures pertaining to travel and transportation in accordance with statutes, decisions and requirements of the Comptroller General of the United States, Department of Defense, Marine Corps, and other service's directives.
2. Evaluate traffic requirements of each movement, determines mode of transportation required, uses various discount fares where available and issues all necessary transportation documents and itineraries.
3. Process and confirm port call requests with Air Mobility Command (AMC) utilizing Passenger Reservation and Manifest System (PRAMS) on line electronically with Scott AFB, IL.

4202. APPLICABILITY. These procedures apply to movement of individuals and groups of Marine Corps and Naval personnel, DoD civilian employees, and dependents traveling incident to official orders or travel authorizations including, but not limited to permanent change of station, temporary duty, separation and retirement, and travel to home of selection for dependents of deceased members.

1. Routing. Routing and mode of travel to be used will be as specified in orders. When orders do not contain this information, travel will be determined by domestic section through commercial transportation guides, cooperation and liaison

with local representatives and desires of traveler. Routings involving excess cost will not be used. After tickets have been issued, traveler may make arrangements with Commercial Ticket Office (CTO) and pay any excess costs for personal convenience. These costs are not reimbursable from the Government.

2. Counseling. For all modes of transportation, travelers who pick up their transportation documents from the passenger offices are counseled on flight numbers, plane changes, meals on board, ticket usage and routings.

3. Separation/Release from Active Duty Travel. Personnel being released from active duty will provide a copy of NAVMC 11060 (Separation Travel Allowance Election Certificate), or appropriate orders with request for travel.

4. Dependent Travel. When member requests dependent transportation within CONUS on PCS orders, he must submit original orders, original of completed DD Form 884 (Request for Transportation of Dependents). NOTE: If dependents are listed by name on members original orders DD Form 884 is not required.

5. Group Movements. Group movement requests must be provided in writing and submitted to Passenger Branch at least 15 days in advance of departure date for routing and preparation of travel documents, including meal tickets and itineraries of travel.

6. Special Movements. For movements requested by various commands to enplaning, embarkation/deployment areas, Passenger Branch ensures sufficient buses are available to complete moves in a given time frame.

7. Other than Honorable Discharges. For personnel being discharged under other than honorable conditions, Passenger Branch will arrange for bus transportation to home of record or place of entry, upon presentation of MCB Form 4650 (Request for Transportation in Kind) or NAVMC 11060.

8. Stragglers. For personnel without funds to return to their permanent duty station, Passenger Branch will issue transportation documents, itineraries of travel, and meal tickets if requested, to individual upon presentation of valid leave papers and straggler orders issued by competent authority. When such transportation is requested and issued, a DD Form 139 (Pay Adjustment Authorization) will be forwarded to the appropriate finance center for checkage of individual's pay account.

9. Appellate Leave. A member who is placed on leave involuntarily while awaiting completion of appellate review of his/her court martial sentence to a punitive discharge or dismissal from the service may be provided transportation in kind to member's home of record or place from which ordered to active duty.
10. Unused Airline Tickets. Unused airline tickets or transportation credits are turned in to Passenger Branch, where they will be receipted for on member's original orders.
11. Unused Bus Tickets. Traveler must turn in unused tickets to the Passenger Branch, where they will be receipted for on member's original orders.
12. Lost Tickets. For lost tickets, traveler must provide a written statement to the Passenger Branch explaining how the loss occurred. For airline tickets, a Lost Ticket Report must also be filed by traveler with carrier or issuing CTO.
13. Billing. For all transportation furnished under Marine Corps funding Passenger Branch audits monthly bill from CTO for transportation charged as required by TMO/CTO contracts.

4203. CATEGORIES/CLASSES OF AIR TRAVEL

1. AMC Category B. Movement of passengers in plane load lots on commercial flights chartered by AMC on a one-way or round-trip basis. Procurement made at AMC negotiated uniform rates; performance under AMC contract. Flights operate between military and/or commercial airports. Passengers are booked by AMC passenger booking activities; passengers use TRAVELOPE's as travel authorizations. Services are billed at ASIF tariff rates.
2. AMC Category M. Movement of passengers on military passenger or cargo/passenger configured aircraft. Flights normally operate between military air terminals. Passengers are booked by AMC passenger booking activities; passengers use TRAVELOPE's as travel authorizations. Services billed at ASIF tariff rates.
3. Category Z. Movement of passengers on U.S. flag carriers regularly scheduled commercial flight (economy class) performed under carrier's filed Category Z tariff rates. Passengers use SF

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1169 (Government Transportation Requests (GTR's)) as travel authorizations. Services pay Category Z fares to the carriers.

4. Y Class. Movement of passengers (individuals or groups) on U.S. flag carrier's regularly scheduled commercial flights - Economy Class. Normal standard fare applies, but could also be a discount fare available to the general public. Procurement made by military agencies or by AMC passenger booking activities upon request. Passengers use GTR's as travel authorizations. Services pay full travel cost to the carrier.

5. YM Class (Military Furlough Fares). This fare is to be used only by active duty personnel and their bona fide dependents when on leave. It will never be used by military personnel to perform official travel at government expense.

4204. DOMESTIC SECTION

1. Requirements

a. Upon receipt of official orders (PCS or TDY), original orders and one copy must be presented to the main Passenger Branch, Bldg # 233, or satellite offices located at AS200 MCAS New River, TC754 Camp Geiger and M130 at Camp Johnson.

b. To ensure confirmed reservations CTO should be called and desired reservations made at least 15 days prior to travel date for all air travel. This will enable Passenger Branch to obtain discount fares where available.

c. Bus transportation will be arranged for member upon presentation of his/her orders.

4205. INTERNATIONAL SECTION

1. Requirements. Procedures contained herein direct all pre-travel requirements, such as obtaining "No-Fee" passports, visas, immunizations and area clearances be complete, a port call obtained and travel documents issued, prior to detachment. Marines shall not be detached prior to receipt of a port call confirmation and transportation documents. Travel orders and

endorsements shall direct personnel to report for overseas transportation in accordance with information and instructions contained in reply to port call request.

2. Responsibility of Passenger Control Point (PCP). Upon receipt of a confirmed port call from PRC at Scott AFB, PCP will forward a printout (figure 4-1) of confirmation to order writing activities concerned and will include all data necessary to prepare orders to detach individual. Upon presentation of orders and detaching endorsements, PCP will issue travel documents in accordance with current directives and include the original Airport of Embarkation (APOE), destination Airport of Debarkation (APOD), time and date of reporting to AMC terminal for enplaning, flight number and other information as required. PCP will provide an endorsement to member's original orders which will state origin and destination of travel and travel date. PCP will advise travelers of assistance available from Passenger Branch or CTO to assist in reporting to the APOE.

3. Submission of Port Call Request. Immediately upon receipt of orders or transferring directive to overseas destinations, port call request must be submitted by order writing activity. This applies to TDY travel as well as PCS. For PCS travel, 90 days prior to departure month is considered timely. For TDY travel, submit request upon receipt notification of pending overseas travel. (figures 4-1 and 4-2).

4. Responsibility of Detaching Activity. Upon receipt of confirmation of port call printout, the detaching activity completes detaching endorsement to original orders which will include:

- (1) Name and location of departure terminal.
- (2) Time and date passenger must report to departure terminal.
- (3) Airline counter, name of carrier and flight number.
- (4) Air Movement Designator (AMD) assigned by PCP if travel via AMC.
- (5) CIC, Customer Identification Code.
- (6) Destination terminal.

(7) Detachment date.

(8) Control Number.

5. Submit four complete sets of orders to passenger transportation at least five working days prior to detachment. If orders are not received five working days prior to flight date port call will be cancelled by PCP.

6. Single Passenger Reservations Systems (SPRS). Policies and procedures for obtaining passenger reservations for DoD international travel are contained in MCO P4630.11. Passenger Branch is a designated PCP which has direct liaison with PRC at Scott AFB, IL utilizing Passenger Reservation and Manifest System (PRAMS) and has authority to request seat reservations directly from AMC. All requests for PCS and TDY travel must be submitted by order writing activities of various commands at Camp Lejeune and MCAS New River.

7. Mode of Travel. For overseas travel, primary mode is via AMC airlift. Secondary mode is commercial air.

8. Cancellation or Modification of Port Call. Upon receipt of cancellation/modification of a transfer directive, notify PCP immediately of any action required. Cancellations must be submitted to reach Passenger Transportation Office at least 48 hours prior to flight time to avoid passenger being reported as a "NO-SHOW," which is reported to HQMC. Records are maintained of all modifications to port call requests.

9. Dependent Travel Overseas. For command sponsored dependent travel overseas, DD Form 884 must accompany port call request. If area clearance is required, it will be provided to the passenger office prior to issuance of travel documents.

4206. PERSONNEL MOVEMENT PROCEDURES

1. Check In. Marine Corps sponsored travelers must "Check In" with AMC counter at appropriate air terminal at prescribed show time with following items:

- a. Original orders or certified true copies.
- b. Identification Card and Tags.

- c. Immunization Record.
- d. Passport and Visa, if required.
- e. Travel documents with transportation endorsement as provided by the PCP.
- f. Additional documents as may be required.
- g. Baggage.

2. Baggage Allowance. Free baggage allowance for personnel traveling overseas on PCS/TAD orders, without regard to grade or rate, has been established at 140 pounds. If order writing or delivering activity determines an additional baggage allowance is necessary and justified for overseas travel, it may be granted. The authority for additional baggage allowance must be shown in member's orders. Dependents will not be authorized additional baggage allowance.

3. Appearance and Conduct. Detaching commands are responsible for briefing travelers as follows:

- a. Passengers are authorized to travel in proper civilian attire on all Category B missions and scheduled commercial air flights. Prescribed military uniform will be worn on all other AMC flights.

- a. Passengers are authorized to travel in proper civilian attire on all Category B missions and scheduled commercial air flights. Prescribed military uniform will be worn on all other AMC flights.

- b. Personnel who are unruly, drunk, under the influence of drugs or may create a hazard to the safety of the aircraft, will not be permitted to board aircraft.

- c. Military personnel failing to meet prescribed standards of appearance and conduct will be removed from flight. In case of a difference of opinion in a particular case as to what constitutes acceptable appearance or conduct, the decision of the Marine Transportation Officer or his designated representative will prevail within Marine Corps channels.

4. Customs Inspections. Personnel departing CONUS for overseas via AMC aircraft will undergo customs inspections at passenger terminal prior to boarding aircraft.

a. To preclude inconvenience and possible criminal charges against travelers, commanding officers will instruct personnel in provisions of DoD 5030.49R pertaining to customs requirements.

b. Personnel may not transport drugs unless authorized in writing.

c. All gifts and parcels will be opened and inspected by customs officials.

d. Privately owned firearms and ammunition may be transported aboard AMC aircraft in accordance with DoD 5030.49R.

e. Additional information concerning customs regulations may be obtained from Customs and Immigration Sections at APOE.

5. Emergency Leave Personnel. Active duty personnel in receipt of emergency leave orders are entitled to priority "1" movement by AMC or organic military aircraft. Port call request will be submitted to PCP by command issuing emergency leave orders and traveler will be issued a TRAVELOPE prior to departure from Camp Lejeune, NC. Emergency leave personnel will report to APOE with orders, travel document, ID card and Immunization Record.

a. Eligibility. Following personnel are eligible to use space available travel:

(1) Dependents of active duty military personnel and DoD civilian employees returning overseas in connection with a verified emergency (must provide letter of approval from Commanding Officer).

(2) Active duty military personnel on annual leave.

(3) Retired military personnel.

(4) Students and acquired dependents.

(5) Other personnel as authorized by Commandant of the Marine Corps.

b. Reporting. Personnel desiring and eligible for appropriate space available travel should report to the space available AMC travel section. Space available travel from CONUS is monitored and controlled by AMC.

c. Required Documents. Following documents must be in possession of traveler when reporting to AMC terminal.

- (1) Orders authorizing travel or leave papers.
- (2) Identification Card and Tags.
- (3) Immunization Record.
- (4) Valid Passport/Visa (if required).

7. En Route Stops. Passengers are not allowed to terminate travel at any en route point. All passengers must continue on assigned flight to destination to which they were port called.

4207. TRANSPORTATION OF PRIVATELY OWNED WEAPONS AND AMMUNITION BY AMC AIRCRAFT. DoD 5030.49R provides guidance on purchase and transportation of weapons and ammunition by DoD personnel. Because of restrictions on importation of weapons and ammunition imposed by each country, personnel desiring to transport weapons and/or ammunition into a foreign country should contact the Passenger Transportation Branch (451-1971/2714).

4208. COMMERCIAL TRANSPORTATION FACILITIES. Commercial transportation facilities for air travel are located in Bldg # 233 mainside, Camp Lejeune, Bldg AS200 MCAS New River, Bldg TC754 Camp Geiger, Bldg M130 Camp Johnson and Bldg BB3A Courthouse Bay. Reservations may be made and tickets purchased for personal travel at member's expense at each of these locations. Hours of operation are 0800 to 1800 Monday through Friday and Saturdays 1000 to 1400. Facilities are closed on Sundays and Federal holidays. A commercial transportation outlet for bus travel is located mainside Camp Lejeune in Bldg 235. Bus tickets may be purchased for personal travel at member's expense daily from 0600 to 1700.

4209. COST ESTIMATES. On a daily basis, upon request from fiscal/budgeting/order writing offices, research is made of routings and fares to various destinations throughout the world for cost and per diem factors.

4210. TRAINING. For Marines entering the passenger transportation field, the Domestic Section instructs them daily on how to prepare GTR endorsements to orders, and use of airline and bus guides and all other matters pertaining to passenger field.

4211. RECORDS. Records for all transactions will be retained for a period of three years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

PORT CALL REQUEST PROCEDURES

1. Procedures and requirements are dependent on status of individual and purpose of travel. Procedures and requirements are as follows:

a. Port Calling Requesting Commands. Port call requests will be submitted in format contained in Figure 4-2 to Passenger Transportation Office, Building # 233, by Personnel Officers of (1) Commanding General, Marine Corps Base, (2) Commanding General, II MEF, (3) Commanding General, 2d Marine Division, (4) Commanding General, 2d Force Service Support Group and (5) Commanding Officer, Marine Corps Air Station, New River, North Carolina and (6) any other Command with Order Issuing Authority.

b. Submission Dates. Port call requests will be submitted not earlier than 90 days and not later than 60 days prior to month in which travel will commence, in all cases except for personnel on TDY/TAD orders and cases specifically mentioned in this Order. A port call request submitted less than 45 days from movement month must be accompanied by a letter from Personnel Officers listed in paragraph 1.a. above, stating reason for late submission. Failure to promptly submit port call request can result in unnecessary extra cost to the Marine Corps and inconvenience or loss of leave time for traveler.

2. Submission Requirements. Permanent Change of Station (PCS) (UNACCOMPANIED). Requests submitted to PCP will include following documents:

a. Port call request data items, Figure 4-2.

b. Any additional documentation as required for special cases. PCP will notify individual commands when requirement exists. Refer to Joint Federal Travel Regulations for further guidance.

3. Permanent Change of Station (ACCOMPANIED). Dependents authorized to accompany members overseas are entitled to Government procured transportation hereto:

a. Port call request form, Figure 4-2.

Figure 4-1.--Port Call Request Procedures

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

b. DD Form 884 (Application for Transportation of Dependents) completed in original and three copies, all signed by sponsor.

c. One signed copy of Privacy Act Statement.

d. Four copies of PCS orders with all endorsements and modifications.

e. Passports and visas, if required.

4. Sponsored Dependent Travel, Unaccompanied by the Member.

When area clearance is not received until after member has arrived overseas, or when dependents elect to travel at later date for personal reasons (school, house lease, sickness, etc.), command sponsored dependents must report to Passenger Transportation Office, Building # 233, with documents described in paragraph 3 above, along with DD Form 1173 (Uniformed Services Identification and Privileges Card) to arrange for transportation overseas.

5. Circuitous Travel. Circuitous routes may be used when necessary to provide satisfactory service to meet military requirements. Travelers will not be furnished transportation by circuitous routes at Government expense for personal convenience. All circuitous travel must be in line with APOD.

6. Cancellation of Port Call Request. Cancellations must be submitted to reach Passenger Transportation Office at least 48 hours prior to flight time. In event cancellation will not reach Passenger Transportation Office prior to 48 hour deadline, a telephone cancellation with written follow up is acceptable. Written cancellation must have attached, transportation endorsement and MTA as issued by Passenger Transportation Office. Failure to notify PCP of a cancellation at least 48 hours prior to flight departure may result in a chargeable "NO SHOW."

7. Detaching Requirements. Marines shall not be detached without transportation documents or confirmed port call. When, due to uncontrollable factors, transportation requirements cannot be finalized sufficiently in advance to allow detachment and leave, it will be responsibility of detaching command(s) to forward finalized port call data and transportation documents to Marines at leave addresses.

Figure 4-1.--Port Call Request Procedures--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

PORT CALL REQUEST PREPARATION INSTRUCTIONS/FORMS

Block #Instructions

1-13 Complete Last Name, First Name, and Middle Initial if it is a No-Name Request, Enter "No-Name Request."

Note: If a "No-Name Request" is submitted, names must be furnished to port call activity not later than 10 days prior to availability date. When furnishing the name of the traveler, identify previous no-name request correspondence, and include all items omitted from no-name request.

14-16 Enter grade/title (e.g., LCL, GST, LTC, END, OFD, "Unaccompanied" etc.)

17-19 Enter total number of seats required by request.

20 If request contains passenger(s) who falls within following categories, enter letter as indicated, otherwise, LEAVE BLANK.

A. Civilians and/or dependents (not otherwise described).

B. Civilian or military dependents who are close-blood/affinitive relatives.

C. Armed escort(s).

U. Unarmed escort(s).

W. Passenger (other than a prisoner) escorted by armed or unarmed escort.

X. Armed escort accompanying special shipment being moved on same aircraft.

T. Member who joined the Armed Forces in an overseas area and is on initial assignment to CONUS
(Optional Code).

H. Foreign national

J. School Teacher

K. School Key Official.

Figure 4-2.--Port Call Request Preparation

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

- M. Retiree.
- N. Separator.
- P. Prisoners.
- R. Prisoner escort.
- S. Board actions.

21 If request contains a passenger(s) who will move under a special funding arrangement, code follows, otherwise leave blank:

A. Passenger who does not have CIC assigned, and passenger will reimburse AMC (at Government rate AFR 76-11) on a credit basis.

C. Passenger who does not have CIC assigned, and passenger will reimburse AMC (at Government rate AFR 76-11) on a cash basis.

G. Passenger who does not have CIC assigned, and his sponsor will reimburse AMC (at Non-Government rate AFR 76-68) on a credit basis.

J. Passenger who does not have CIC assigned, and passenger will reimburse AMC (at Non-Government rate - AFR 76-28) on a cash basis.

22 Indicate in pounds amount of EXCESS baggage authorized (over and above normal baggage allowance). If no EXCESS baggage is authorized leave blank.

23-26 Enter AMC, APOE (E.G. STL, LAX, NGU).

26-28 Enter AMC, APOD (E.G. DNA, IWA, GAO)

29 Enter priority (E.G. PCS-3, TAD-2).

Figure 4-2.--Port Call Request Preparation--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

30-31 Enter code to correspond with type of travel, as indicated.

DU. Dependents not accompanied by military sponsor.

PT. Military personnel in TAD status

CT. Civilian personnel in TAD status

OA. Military Officer Personnel in PCS status, accompanied by dependents.

EA. Military Enlisted Personnel in PCS status, accompanied by dependents.

CC. Civilian personnel in PCS status, accompanied by dependents.

PU. Military personnel in PCS status, not accompanied by dependents.

CU. Civilian personnel in PCS status, not accompanied by dependents

CD. Dependents not accompanied by civilian sponsor.

CR. Close-Blood/Affinitive relatives (space-available) accompanying sponsor and/or sponsor's bona fide dependents incident to sponsor's PCS orders.

RB. Close-Blood/Affinitive relatives (space-reimbursable space-required) accompanying sponsor and/or sponsor's bona fide dependents incident to sponsor's PCS orders.

EL. Emergency leave, military.

RS. Re-employment leave, civilian.

RA. Family emergency, command sponsored dependents and dependents in CONUS eligible to travel to members overseas domicile. Refer to JFTR U5244.

DS. Dependent Students

Figure 4-2.--Port Call Request Preparation--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

32-33 Enter code that corresponds below.

ML. MCB Camp Lejeune.

MI. 2d FSSG.

MG. 2d MARDIV/II MEF/2d SRIG.

MN. New River Air Station/2d MAW.

34-35 Enter movement month use numeric code for month (e.g., "06" for June).

36-38 Enter julian date on which passenger can be available at aerial port of embarkations (APOE).

39 Enter the availability date code as follows:

A. Date in item 10 is desired but traveler could depart no later than date indicated in item 12.

B. Traveler must depart POE between dates indicated in items 10 and 12.

C. Traveler may be port-called on availability date or first available date.

40-42 Enter date passenger must depart APOE in order to meet a "By Date" specified in orders.

43-46 Enter name of military or civilian airfield closest to permanent or TDY station from which traveler is beginning trip. (e.g., OAJ - Jacksonville, NC.)

46-48 Enter name of military or civilian airfield closest to place where the traveler will be ready to start overseas travel after completion of leave.

49-51 Leave Blank

52-54 Enter current MCC (e.g., 013, MCB CLNC, 122, 2d MarDiv).

55-57 Leave Blank.

Figure 4-2.--Port Call Request Preparation--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

58-60 Enter future MCC (e.g., 124, 3d MarDiv, 145, 1st MAW).

61-67 Routing Indicator

68-76 Enter Social Security Number or Passport Number if no Social Security Number is available.

77-78 School codes:

ME. Marine Corps Engineer School.

MJ. MCSSS.

SO. School of Infantry.

79 Leave Blank.

80 Enter applicable code below:

R. Request

T. Trace

Q. Seat increase/decrease

B. Cancel

S. Substitute (Name)

U. Change Date/Channel

Remarks: Can be any additional information or requirement (e.g., pet information, future MCC, unit name, CIC).

Figure 4-2.--Port Call Request Preparation--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 3: SHIPMENT CONTROL BRANCH

4300. MISSION. Shipment Control Branch is responsible for administrative support, documentation and securing transportation for movement of Government Cargo via all modes for Camp Lejeune complex in compliance with all international, federal, state and local regulations.

4301. FUNCTIONS. To provide effective transportation support to all major commands aboard Camp Lejeune complex and MCAS New River, NC.

4302. REQUIREMENTS. Requirements for transportation are requested by utilizing DD Form 1348-1 (DoD Single Line Item Release/Receipt Document), DD Form 1149 (Requisition and Invoice/Shipping Document), messages, letters, origin contracts and approved requisitions received from 2d Marine Division, Naval Hospital, Defense Reutilization and Marketing Office, and other competent authority. 2d Force Service Support Group will request commercial transportation utilizing Transportation Coordinator's Automated Information for Movements System (TCAIMS) Version 3. In providing transportation support, in excess of 50 International, Federal, State and Local regulations and safety rules must be observed. These govern preparation, marking, labeling, loading and movement of all materials tendered for shipment via commercial carriers and Defense Transportation System (DTS). All hazardous material must be certified by Preservation, Packaging & Packing Platoon (PP&P), 2d Supply Battalion, 2d Force Service Support Group.

4303. ASSIGNMENT OF TRANSPORTATION CONTROL NUMBERS AND PRIORITIES. Application of a Transportation Control Number (TCN) and priorities are determined in accordance with Uniform Material Movement and Issue Priority (UMMIPS) established by DoD direction and implemented in current edition of MCO 4400.16G and by provisions of DoD 4500.32R.

4304 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4304. CLASSIFICATION. After research through Freight Classification Data File, Technical and Research Branch and other technical publications, all materials shipped shall be classified in accordance with National Motor Freight Classification (NFMFC-100) and Uniform Freight Classification (UFC-12). Classification of materials will determine mode and cost of shipments.

4305. RATES. An effective cost evaluation procedure is essential to realize maximum transportation cost savings in connection with traffic routed by Shipment Control in accordance with provisions of MCO P4600.14B. Tenders, tariffs and related publications as are necessary to accomplish technical, proficient cost analysis (a cost comparison between transportation modes) are required and maintained as prerequisite supplemental to minimum publication requirements recommended in MCO P4600.14B.

4306. ROUTING. Guaranteed traffic is in place for truck load or less than truck load to any destination within CONUS. Routings for training exercises, special moves, rail requirements and materials weighing over 10,000 pounds are requested from Eastern Area Military Traffic Management Command (EAMTMC). EAMTMC provides one time routings or a standard route order (SRO). SRO is used when repetitive shipping of same commodity to specific destination is required. Shipments weighing less than 10,000 pounds are routed by using local common carriers routing guides. These guides indicate what areas and destinations are served by each carrier. Tonnage logs are purged weekly to assure equitable tonnage distribution among common carriers.

4307. TRANSPORTATION COST DATA. Transportation expenditures against Operation and Maintenance Marine Corps (OMMC) and Transportation of Things (TOT) funds are submitted to CG, MCLB, Albany, GA (Code 470) and HQMC (Code LFT) by Transportation Management System (TMS). Expenditures from 2d MarDiv and 2d FSSG local funds (training, deployments, etc.) are submitted to CG, MCLB, Albany, GA (Code 470) by copies of Government Bills of Lading (GBL) which identify transportation costs. GBL's are reviewed periodically to assure transportation expenditures and data are identified accurately.

4308. OVERAGES, SHORTAGES, DAMAGES, FREIGHT CLAIMS. To minimize Government losses personnel from this office generate claims against carriers for resolution of shortages, overages and damages. Ensures all shipments of Government freight (supplies, ammunition, weapons, drugs, etc.) are received within a specified time frame. Ensures base agencies prompt receipt of supplies for operation. Tracing and expediting shipments and astray freight to proper consignee. Purges records of material received against carrier delivery documents and advance copies of shipper's GBL. Converts collect commercial bills to GBL's for payment of services rendered. Prepares Requests for Information (RFI's) and DISREPS (SF-361) to notify carrier or shipper of damages, overages and shortages and to request inspections. Prepares final DISREP for claims against carrier and submits to appropriate finance officer to recover losses.

4309. RECORDS. Records for all transactions will be retained for a period of four years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 4: MATERIEL HEAVY LIFT BRANCH

4400. MISSION. Materiel Heavy Lift Branch is responsible for providing direct support and technical assistance in shipping and receiving of all heavy equipment for Camp Lejeune/MCAS Complex and out loading of all general cargo via commercial modes.

4401. FUNCTIONS

1. Responsible for loading and unloading of all heavy lift type cargo/equipment.
2. Responsible for manufacture/assembly and installation of all blocking/bracing materiel used to properly load and secure all heavy equipment to be moved by commercial modes.
3. Provides support and technical assistance in loading and unloading of all heavy equipment at Lot's 201 and 140, Port of Morehead City, and other locations as required in support of FMF tenant commands aboard Camp Lejeune.
4. Provides technical guidance to FMF commands in preparation and loading of materiel/equipment via organic modes to ensure safety and that each load complies with all state and federal transportation regulations.
5. Conducts physical inspections of all shipments inbound and outbound and prepares initial inspection reports listing overage, shortages, and damages.
6. Funding for all supplies/materials needed in preparation for movements of all heavy equipment in support of training exercises will be provided by requesting unit.

4402. SHIPPING

1. Building 915. Following procedures are followed for all shipments being picked up by commercial modes from Bldg # 915.

4402 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

a. Match paper work received from Shipment Control Branch with material turned in for shipment.

b. Inspect shipping containers and ensure all marking is correct.

c. Consolidate materials for one destination.

d. Determine number of car/truck loads.

e. Block and brace as required.

2. Lot's 201 and 140, Port of Morehead City/Other Locations

a. Receive shipping request from Shipment Control Branch.

b. Visually inspect each piece of heavy equipment to be shipped to ensure it has been properly processed through PP&P.

c. Compute weight, cube and dimensions of materiel being offered for shipment.

d. Determine number of car/truck loads.

e. Inform Shipment Control Branch of requirements.

f. Determine materials needed to complete task.

g. Prepare all needed materials such as chocks, blocks, cable clamps, decking and tools.

h. Verify load date with Shipment Control Branch to ensure enough personnel will be on hand to complete task.

i. Supervise and assist units in loading motorized equipment onto rail cars or trucks.

j. Provide crew to assist crane operator to load all nonoperative items requiring crane support, or provide forklift and operator.

k. Block and brace as required to ensure safe ride.

3. Receiving Lot's 201 and 140

a. Inspect materiel received. Check for shortages, overages or damages, complete inspection sheet and forward to Shipment Control Branch.

b. Utilize Materiel Handling Equipment (MHE) as needed to unload if nonoperative. If operational drive off.

c. Notify unit of materiel marked for pick up.

d. Ensure all materiel properly receipted for and forward signed receipt to Shipment Control Branch.

e. Ensure all materiel properly receipted for and forward signed receipt to Shipment Control Branch.

f. If materiel received on commercial rail cars, notify Shipment Control Branch upon completion of unloading so rail company can be notified to pickup or relocate cars to prevent any demurrage charges.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 5: MATERIEL RECEIVING AND DISTRIBUTION BRANCH

4500. MISSION. Receiving and Distribution Branch is charged with responsibility to receive, inspect and distribute all shipments destined for units within Camp Lejeune/MCAS Complex and for processing of all related transportation documents. Marine Corps Exchange materials, perishable subsistence, and certain medical supplies are exempt from this procedure.

4501. HOURS OF OPERATION. Hours of operation are from 0730-1700 on normal working days. Emergencies anytime on approval of Traffic Management Officer/Traffic Manager.

4502. FUNCTIONS. All functional areas are guided by MCO P4600.7C and MCO P4600.14B.

1. Receiving Section. To combine and centralize receiving functions, Bldg. 1011 is designated as central receiving warehouse. Following procedures are followed when material is receipted for at TMO:

a. Upon arrival of carload, truckload or volume shipment, Receiving Section and Distribution Section will coordinate with ultimate consignee to arrange for a direct delivery.

b. If a direct delivery is not possible, material will be off loaded at Bldg. 1011.

c. All mixed truck loads will be off loaded at Bldg. 1011.

d. Promptly spot all commercial/government trucks at specified unloading site, using Government Bill of Lading (GBL) or tally sheet, verify quantities and condition of materials.

e. Obtain signature of carrier or carrier's agent in event of overage, shortage or damage prior to releasing carrier's truck.

f. Ensure materials being received are located in proper staging area for inspection and distribution.

g. Forward all transportation/shipping documents to Shipment Control Branch.

2. Inspection Section. Inspect all materials received from commercial sources and other government agencies. Following procedures are followed in inspection of materials:

a. Inspect all material for proper amount, condition and specifications as stipulated in each contract, purchase order or blanket purchase agreement.

b. If material is found to be unacceptable, rejection is written and material is held in temporary location pending disposition instructions from Purchasing/Contract Division, with exception of BPA's at which time local vendor is notified of rejection and return or exchange of material is made.

c. If there is an overage or shortage on GSA contracts or DLA contracts, Inspection Section will initiate a SF Form 364 (Report of Discrepancy) and make distribution in accordance with MCO P4430.3J.

d. If there is any damage on any contracts, Inspection Section will notify Freight Claims Section who will initiate SF Form 361 (DISREP) and make distribution in accordance with MCO P4610.19D.

3. Distribution Section. Following steps are followed in distribution of materials:

a. Upon arrival of carload, truckload, or volume shipment, Receiving Section and Distribution Section will coordinate with ultimate consignee to arrange for direct delivery.

b. All units will be notified they have material on hand and it is to be picked up within five working days.

c. Any shipments remaining in Distribution Section beyond five working days without authorization from the General foreman of R & D Branch will be reported to Traffic Management Officer for disposition instructions.

4503. RELEASE OF SHIPMENTS. Shipments will be released only to persons authorized to receive materials for their units. All units are required to submit semiannually (1 January and 1 July) to Traffic Management Officer a roster of personnel authorized to receipt for material. Units are required to update roster as deletion/additions occur.

4504. UNITS RESPONSIBILITY. All units will be required to issue their own internal instructions for timely pick up or delivery of materials. Upon examination of materials received by unit, when a discrepancy is found which was not previously noticed, it will be reported by unit on Discrepancy Shipment Report (SF Form 364) and submitted to shipper.

4505. SECURITY HANDLING. All materials that are considered classified, sensitive and of high value are placed in security areas in Bldg. 1011 or Bldg. 1117. Unit will be notified upon receipt of materials. Units will be required to provide Traffic Management Officer names of personnel authorized to receipt for security type items.

4506. RECORDS. Records for all transactions will be retained for a period of three years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 6: PERSONAL EFFECTS AND BAGGAGE CENTER

4600. MISSION. Personal Effects and Baggage Center (PEBC) is charged with responsibility to perform necessary functions in connection with recovery, receipt, segregation, inventory, shipment, storage, delivery and appropriate disposition of personal effects and baggage for Marine Corps personnel, attached personnel from other armed services, for Eastern half of United States and for any theater of operation outside CONUS as directed by the current regulations.

4601. FUNCTIONS. All functional areas are guided by provisions of MCO P4050.38B and DoD 4160.21M.

1. Receive, from any theater of operation through ports of entry, air terminals, or other means, personal effects and baggage of Marine Corps personnel and attached personnel from other armed services.
2. Receive from Marine Corps activities personal effects and baggage of wounded/deceased and missing Marines.
3. Receive from Marine Corps activities personal effects and baggage of Marines in an absent without leave status/brig status.
4. Assist Marine Corps activities in proper disposition of unclaimed/abandoned personal effects and baggage.

4602. TURN-IN REQUIREMENTS

1. Absent Without Leave (AWOL). After personal effects have been held by unit supply for a period of 30 days, all personal effects, both military and civilian, will be turned into PEBC, Bldg # 1011, Door 12 with following paper work:

- a. Two copies of NAVMC 10154 (Personal Effects Inventory).

b. Original letter from commanding officer (figure 4-3).

2. Deceased/Missing. When a member is deceased and/or missing, all personal effects, both military and civilian, should be collected and inventoried as soon as possible, but not later than 48 hours after notification (72 hours on holiday weekends) and turned into PEBC, Bldg #1011, Door 12 with following paper work (TMO will ship personal effects within 4 days of receipt):

a. Two copies of NAVMC 10154 (Personal Effects Inventory).

b. Original letter from commanding officer (figure 4-4).

c. Copy of casualty report (Message Sent to HQMC).

3. Unclaimed Personal Effects. If unit has unclaimed personal effects on-hand for period of 30 days, all personal effects, both military and civilian, will be turned into PEBC, Bldg #1011, Door 12 with following paper work:

a. Two copies of NAVMC 10154 (Personal Effects Inventory).

b. Original letter from commanding officer (figure 4-5).

4603. NOTIFICATION OF ON-HAND PERSONAL EFFECTS. A listing of all personal effects on-hand this activity is prepared periodically and forwarded to each command's personnel office, to assist in notifying members of their command who have returned from UA status or became separated from their personal effects.

4604. DISPOSITION

1. Absent Without Leave. After personal effects have been on hand for 30 days in PEBC, military items will be disposed of in accordance with MCO P10120.28E. All civilian items will be disposed of in accordance with DoD 4160.21M, chapter 1, paragraph 56.

2. Deceased/Missing. Upon receipt of personal effects from unit, PEBC will re-inventory and process for shipment. The Casualty Assistance Officer/next-of-kin will be notified and

request shipping instructions. Once instructions are received, all personal effects will be packed and shipped via traceable means.

3. Unclaimed Personal Effects. After personal effects have been on hand for 30 days and owner cannot be located, personal effects will be disposed of in accordance with MCO P10120.28E and DoD 4160.21M paragraph 56.

4605. ACCOUNTABILITY

1. Personal Effects and Baggage Center. There will be no property receipted for or issued without proper identification such as a military ID card or Letter of Appointment/Agent Authorization. Periodically this section will verify contents with inventory to insure all units are complying with current inventory procedures.

2. Defense Reutilization and Marketing Office (DRMO). All items turned into DRMO will be verified against the turn-in inventory by PEBC NCOIC and Transportation Chief. Signatures received from DRMO on turn-in documents will be periodically checked for validity.

4606. RECORDS. Records for personal effects of deceased/missing personnel will be retained for a period of six years and records for UA, brig, unclaimed/abandoned gear will be retained for 5 years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UA LETTER FORMAT

UNIT HEADING

SAMPLE

4050
Originator Code
Date

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (ATTN: PEBC)

Subj: PERSONAL EFFECTS: CASE OF (NAME, GRADE, SSN)

Ref: (a) MCO P4050.38B
(b) DoD 4160.21M

1. In accordance with reference (a), request Personal Effects and Baggage Center take charge of SNM's personal effects and ensure they are forwarded to SNM's next-of-kin or disposed of in accordance with reference (b).

2. Following information is provided:

(a) SNM is currently in UA status in excess of 30 days.

(b) SNM has been UA since _____.

(c) SNM's home of record address is:

(1) Name of Next of Kin:

(2) Address:

(3) Phone Number (if available):

3. Point of contact this command (Name, Grade, SSN & Contact Phone).

Signature
Commanding Officer

Figure 4-3.--UA Letter Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

DECEASED/MISSING LETTER FORMAT

UNIT HEADING

SAMPLE

4050
Originator Code
Date

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (ATTN: PEBC)

Subj: SHIPMENT OF PERSONAL EFFECTS TO NEXT OF KIN; CASE OF
(GRADE, NAME, SSN), DECEASED

Ref: (a) MCO P4050.38B

Encl: (1) *DD-1300 (Report of Casualty), *Death Certificate,
*Casualty Report (Message to HQMC)
(2) NAVMC 10154 (Personal Effects Inventory)

1. In accordance with the reference as substantiated by enclosure (1), request subject individual's personal effects shown on enclosure (2) be processed and shipped to following address:

Name of Next-of-Kin/Authorized Recipient
Address
Phone Number (If available)

2. Above address has been verified within the past 48 hours.
3. (Name, Grade) is authorized representative for this command and can be contacted at (Contact Phone).

Signature
Commanding Officer

*Any one of these may be used to ship personal effects for deceased members.

SAMPLE

Figure 4-4.--Deceased/Missing Letter Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNCLAIMED PERSONAL EFFECTS LETTER FORMAT

UNIT HEADING

SAMPLE

4050
Originator Code
Date

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (ATTN: PEBC)

Subj: UNCLAIMED PERSONAL EFFECTS; CASE OF (NAME, GRADE, SSN)

Ref: (a) MCO P4050.38B

Encl: (1) NAVMC 10154 (Personal Effects Inventory)

1. In accordance with the reference, request items listed on
enclosure (1) be accepted as unclaimed property of subject named
Marine.

2. Last known address:

(a) Name, Grade, SSN

(b) Unit

(c) Phone Number

3. Point of contact at this command _____.
Name Grade

Signature
Commanding Officer

Figure 4-5.--Unclaimed Personal Effects Letter Format

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 4

TRAFFIC MANAGEMENT DIVISION

SECTION 7: DEPLOYMENT SUPPORT

4700. MISSION. Deployment Section is charged with responsibility of performing necessary functions connected with pick up, storage and delivery of personal effects for units deploying in excess of 90 days or for contingency operations/emergency deployments of unknown length.

4701. FUNCTIONS. Basic authority for deployment storage is prescribed in JFTR, paragraphs U4770 and U5375-B3. Commercial storage of personal effects for members of a unit deploying for a specific tour in excess of 90 days, or for tours of unknown length for contingency operations or emergency deployments is authorized. Further amplification of entitlement for deployment storage is outlined in MCO P4050.38B, chapter 7, which identifies that only bachelors and geographical bachelors are eligible.

4702. PROCEDURES

1. Storage Authorization. Deployment storage can be authorized by a letter of authorization (LOA) from any commanding officer having special court-martial authority. This LOA must contain, as a minimum:

- a. Name of individual needing storage.
- b. Deployment order number.
- c. Estimated date of return from deployment or TAD.
- d. Signature of officer authorizing the storage.

Note: Personnel residing off base who meet criteria for deployment storage will be given LOA's (figure 4-6). Personnel residing in government barracks will be given LOA's (figure 4-7).

2. Unit Responsibilities

a. Commanding General, II MEF:

(1) Provide the Commanding General, Marine Corps Base (AC/S, Logistics) a personal effects/household goods unit turn-in prioritizations listing for the deploying forces.

(2) Upon receipt of above listings, major subordinate commands are authorized direct liaison with MCB, TMO for coordinating personal effects/household goods turn-in process.

b. Major Subordinate Commands (MSC):

(1) Each regiment/separate battalion appoint in writing a delegate to act as unit representative on matters pertaining to personal effects/household goods storage. Provide copy of appointment letter to Commanding General, Marine Corps Base, Camp Lejeune, North Carolina (AC/S, Logistics). Recommend person appointed be a member of rear echelon and an officer or staff noncommissioned officer.

(2) Delegated representative will make liaison with Deployment Storage Section and provide necessary documentation to effect storage for deploying forces. Upon receipt of Emergency Deployment documentation, Deployment Storage Section will issue number of household descriptive inventories and boxes required to store units authorized personal effects.

(3) Establish inventory teams to inventory personal effects of deploying personnel. Inventories will have at a minimum the following information: Marine's grade, full name, SSN, complete unit/command address, pick-up building number/location, type of storage (regular or emergency deployment), carrier/agent's name and emergency deployment contract storage number will be annotated.

(4) Personal effects are to be inventoried in accordance with MCO P4050.38B, chapter 9. Personal effects will be prepared for pick up prior to scheduled arrival of TMO representative and contractor. Figure 4-8 provides listing of items not authorized for storage.

(5) Ensure, upon completion of inventory, names, grades and social security numbers of individuals conducting inventory is typed or legibly printed on appropriate forms and original NAVMC 10154 is signed in designated block by senior member of inventory team.

(6) Maintain continuous chain of custody until TMO representative has receipted for personal effects.

(a) In this regard, parent unit's supply officer will retain signed copy of all NAVMC Form 10154 inventories; NAVMC 10241 (USMC Baggage Identification check forms); letters of Appointment/Authorization for Inventory Team representatives; DD Form 1299 (Application for Shipment and/or Storage of Personal Property); TMO/Local Forms 1191 (Household Goods Descriptive Inventory); typed roster of NOK Address/Name/Phone; and Receipt/Disposition documents; subject signed documents will be retained in individual Marine's Personal Effects Case File located in unit's supply office for a period of no less than five years.

(b) One signed copy of NAVMC 10154 shall be packaged with effects.

(c) Original copy of NAVMC 10154 shall be made available for issue to TMO representative and storage contractor.

(d) One signed copy of NAVMC 10154 is to be provided service member by inventory team. If service member is deployed, command will assume responsibility for safeguarding member's copy.

(7) Ensure storage containers are marked or tagged with member's name, grade, SSN, unit and estimated date of return, if known, using form NAVMC 10241.

(8) Provide secure temporary storage area for holding personal effects until scheduled arrival of TMO representative and storage contractor for pick up.

(9) Designate in writing to TMO name of person authorized to initiate emergency withdrawal (for hospitalized, deceased, missing, AWOL, or deserters) from unit's authorized storage.

Forward to TMO all pertinent correspondence which impacts upon disposition of personal effects/household goods held by commercial contractor.

(10) Ensure all personal effects to be picked up by commercial contractor are separated and staged by Marine's name, and are readily accessible to contractors.

(11) Ensure command's appointed representative will be physically present at designated personal effects pickup location at specified time/date.

(12) Ensure command designated representative takes particular attention to annotate "Deployment Storage Contract/Reference Number" found in block 12 of the DD Form 1299 (Application for Shipment and/or Storage of Personal Property) on Household Goods Descriptive Inventory form, Personal Effects Inventory Forms (NAVMC 10154), and Personal Effects Control Log Book. This will facilitate required delivery or action/follow-up disposition.

(13) Ensure all personal effects are packed in unsealed containers prior to arrival of contracted carriers. It is imperative that MSC/parent commands understand they are responsible, and not the carrier, for deployment storage packing of personal effects.

(14) An individual must be appointed in writing, in event person residing off base cannot be present at time of their personal effects/household goods pickup. Sample authorization form (figure 4-9).

c. Commanding General, MCB (Assistant Chief of Staff, Logistics, TMO)

(1) Establish contract(s) for storage of deploying units personal effects/household goods.

(2) Maintain and issue boxes, paper, packing material, and tape to be used by unit(s), during emergency deployments only, for storing personal effects.

(3) Provide personnel and equipment to assist the contractor in receipting for unit(s) personal effects for storage.

(4) Authorize individual emergency withdrawal (for hospitalized, deceased, missing, AWOL or deserters) of personal effects/household goods from unit's authorized storage lot.

(5) Make liaison with contractor to coordinate/arrange for emergency withdrawal of personal effects as approved by unit's commander.

(6) Schedule all off-base personal effects household goods pickup and storage.

(7) Coordinate the delivery of personal effects/household goods upon unit's return from deployment.

(8) Assist individuals in processing claims against government for damages or losses resulting from storage of personal effects/household goods in accordance with JAGINST 5800.7C, Chapter XXI.

4703. RECORDS. Records for all Deployment Storage transactions will be retained for a period of six years.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE
(MARINES RESIDING OFF BASE)

UNIT HEADING

SAMPLE

4050
Originator Code
Date

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (ATTN: Deplmt Stg)

Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN EXCESS
OF 90 DAYS) FOR MARINES RESIDING OFF BASE CASE OF: (LAST
NAME, FIRST NAME, MIDDLE INITIAL, GRADE AND SSN)

Ref: (a) JFTR U4770
(b) MCO P4050.38B

1. This letter of authorization issued in compliance with
references (a) and (b).

a. Deployment order _____.

b. Appn Data: 17*1106.27A0 0 67001 0 067001 2D 000000
465DEPL6501Q. (*Enter last number of FY).

2. Marine authorized storage is: (Circle One)

a. Geographical bachelor living off base and has not
collected dependents travel pay.

b. Single Marine living off base. Personnel in this
category will forfeit BAQ while in a deployed status.

c. Single parent with dependents (must have legal custody).

3. Pick-up/storage information:

a. Requested date of pick-up _____.

Figure 4-6.--Letter of Aughorization for Deployment Storage
(Marine Residing Off Base)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN EXCESS OF 90 DAYS) FOR MARINES RESIDING OFF BASE CASE OF: (LAST NAME, FIRST NAME, MIDDLE INITIAL, GRADE AND SSN)

- b. Pick-up point address_____.
 - c. Authorized Releasing Agent _____.
(See Appendix I for Authorized Releasing Agent letter format).
 - d. Authorized Releasing Agents telephone number_____.
 - e. Authorized Releasing Agent's Address _____.
4. Request personal effects/household goods belonging to subject named Marine be picked up and placed in deployment storage.

SIGNATURE
COMMANDING OFFICER

Copy to:
Marine Requesting Storage

SAMPLE

Figure 4-6.--Letter of Authorization for Deployment Storage
(Marines Residing Off Base)--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE
(MARINES RESIDING IN BARRACKS)

UNIT HEADING

SAMPLE

4050
Originator Code
Date

From: Commanding Officer
To: Traffic Management Officer, Marine Corps Base, Camp
Lejeune (Attn: Deplmt Stg)
Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN EXCESS
OF 90 DAYS) FOR MARINES RESIDING IN BARRACKS

Ref: (a) JFTR U4770
(b) MCO P4050.38B

Encl: (1) Listing of single Marines occupying government
quarters requesting storage of personal effects

1. This letter of authorization issued in compliance with the
provisions of references (a) and (b).

a. Deployment Order:_____

b. Appn Data: 17*1106.27A0 0 67001 0 067001 2D 000000
465DEPL6501Q (* Enter last number of FY)

c. Estimated date of return _____.

d. Personal Effects/Household Goods will be picked up within
90 days of return from deployment.

2. Marines listed in enclosure are living on base (in unit's
barracks) and are authorized subject storage at government
expense. (Enclosure (1) attached).

3. (Name, Grade, Contact Phone) is command's authorized
representative. Commercial contractor pick up of person effects

Figure 4-7.--Letter of Authorization for Deployment Storage
(Marine Residing in Barracks)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Subj: LETTER OF AUTHORIZATION FOR DEPLOYMENT STORAGE (IN EXCESS
OF 90 DAYS) FOR MARINES RESIDING IN BARRACKS

is to take place on (date requested). (Request command provide
two points of contact).

SIGNATURE
COMMANDING OFFICER

SAMPLE

Listing of single Marines occupying Government Quarters
requesting storage of Personal Effects:

LAST	FIRST	MI	GRADE	SSN	NOK	ADDRESS/PHONE#
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Figure 4-7.--Letter of Authorization for Deployment Storage
(Marines Residing in Barracks)--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

ITEMS NOT AUTHORIZED FOR DEPLOYMENT STORAGE

1. Following items are not authorized to be stored during deployments.

- a. Liquids of any type.
- b. Shoe polish.
- c. Hair Spray.
- d. Matches
- e. Leather dressing.
- f. Bleach.
- g. Lighter fluids.
- h. Liquor.
- i. Photographic flash bulbs.
- j. Wines/Beer/Malt liquor
- k. Aerosol cans of any kind.
- l. Stamp and coin collections.
- m. Canned or boxed foodstuffs of any sort.
- n. Gold or Silver.
- o. Cash/negotiable notes.
- p. Cigarettes/tobacco products.
- q. All dry cell batteries will be removed from radios, tape players, flash lights, etc., and will not be shipped/stored with personal effects.

Figure 4-8.--Items not Authorized for Deployment Storage

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

r. Refrigerator/ice chests will be defrosted, drained, dried and be completely free of moisture/mildew prior to the arrival of the contracted movers.

s. Any Government property belonging to the Government not confirmed to be personally procured at the Marine's expense.

t. Any items of pornographic nature prohibited by Marine Corps regulations or state/civil law.

u. Ammunition, flares, or any type of fireworks.

v. Items of extraordinary value unless accompanied by with a High Value Certification Inventory. (Contact the deployment storage section for guidance).

Figure 4-8.--Items not Authorized for Deployment
Storage--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

AGENTS LETTER OF AUTHORIZATION TO DEAL WITH DEPLOYMENT
STORAGE

Authorization to Deal with Household Goods

KNOW ALL MEN BY THESE PRESENTS, That I _____
do hereby authorize _____ who currently
resides at _____ to act as follows: To
take possession of, place in storage, and/or order the removal
and shipment of any of my property from any post, governmental or
private; and to execute and deliver any receipt, release,
voucher, shipping ticket, certificate or other instrument
necessary or convenient for such purpose.

FURTHER, I do authorize the said _____ to
perform all necessary acts in the execution of the aforesaid
authorizations with the same validity as I could effect if
personally present. Any act or thing lawfully done hereunder by
the said _____ shall be binding on myself
and my heirs, legal and personal representatives and assigns.

I FURTHER DECLARE that this authorization shall remain in effect
even though I am reported or listed, officially or otherwise, as
"missing in action," it being my intention that the designation
of such status shall not bar the said _____ from
fully and completely exercising and continuing to exercise any
and all powers and rights herein granted until this authorization
is revoked by my death or as otherwise provided herein.

FURTHER, unless sooner revoked or terminated by me, this
authorization shall become NULL and VOID from and after the
_____ day of _____, 19____.

Signature (Interviewer)

Signature

MCBCL 4050/50

Figure 4-9.--Agents Letter of Authorization to Deal with
Deployment Storage.